

# IPRS Implementation Steering Committee

Meeting Minutes – March 20, 2002

## Attendees: IPRS Implementation Steering Committee

Karen Andrews, Pathways  
Barbara Moore, Tideland  
Gary Imes, DMH/DD/SAS  
Diane Poe, CenterPoint

Bob Stayton, Sandhills  
Vince Joyce, Mecklenburg  
Mark Robeson, Lee-Harnett  
Melanie Thomas, Alamance-Caswell

## IPRS Implementation Support and guests

Rick DeBell, DMH/DD/SAS  
Tom Lumpkin, Southeastern Regional  
Daniel Harrison, CenterPoint  
Christal Wood, Duplin-Sampson  
Anita Swift, NCCCP  
Jack Chappell, Controller's Office  
Bleecker Cooke, DMH/DD/SAS - Maximus  
Bob Duke, Controller's Office  
Vicki Steele, Southeastern  
Sharlene Brown, EDS  
Cathy Bennett, EDS  
Paul Carr, EDS  
Shannon Jones, EDS

## Division Implementation Team

Shawn Holland, DIRM  
Betty Cogswell, DMH/DD/SAS  
Cheryl McQueen, DIRM  
Jean Renew, DMH/DD/SAS  
Deborah Merrill, DMH/DD/SAS

## Handouts

- Agenda

## 1) Introductions / Announcements

- A public announcement was made yesterday regarding the merger of Dix hospital and Umstead. The memo from Carmen Hooker Odom stated "Our plan is to build this new hospital in a centrally located area. We will not close Umstead and Dix until we have built and transitioned staff to the new facility, and we anticipate that will take at least five years."
- The topic of options for reimbursement to the Area Programs for IPRS is still under consideration by Dr. Visigardi and Tara Larson.

## 2) Review and approve minutes

The committee had one revision to the February 20 meeting minutes on Item 4, the fourth bullet, "Also, May and June claims can be filed through 08/31/02 (not 08/01/02)". Other than the date change, the minutes were approved for posting to the web.

## 3) The State Plan (Gary Imes in Art Eccleston's Absence)

- Gary Imes received feedback from Sherry Harrison concerning our April 15 decision deadline on local codes. Whatever crosswalks exist for our local codes and MMIS as of April 15 will be used for fiscal year 2002-2003 for IPRS. Whatever policies are in place related to State Plan as of April 15 will be implemented for fiscal year 2002-2003 for IPRS. IPRS will be as consistent with the State Plan as possible for next fiscal year.
- There are three committees in place to assist with the state plan implementation effort:
  - Committee #1 - Access
  - Committee #2 - Quality Assurance/Client
  - Committee #3 - Administration

Gary Imes stated that the IT Services section has at least one representative on each of the three Committees. If any of the area programs have issues related to the topics of the committees, they can contact IT Services for the corresponding committee.

#### **4) IPRS Implementation Planning (Betty Cogswell)**

- Gary Imes emphasized again that it is the Area Program's responsibility to get a solid commitment from their vendor to complete the required work specified within the MOA. Gary and Betty met briefly with the vendors at the EDI training in late February to make them aware of their importance to the IPRS rollout. Their response was very positive. The vendors were told to contact IPRS IT Services team members as soon as issues arise on the project. Gary suggested to the vendors that they read the State Plan and plan to keep their technologies up with changes in the business process. Area programs need to inform their vendors how the business process is changing so vendors can alter their technologies accordingly.
- Christal Wood emphasized that the area programs need to keep involved with their associated vendors during the rollout phases.
- Broadband is not required for IPRS. The area programs need at least a 56K modem and access to the Internet to use IPRS.
- The IPRS implementation plan will be presented at the next IRMC meeting on April 1, 2002. The document has been submitted and was accepted. Funding for the IPRS implementation has already been approved.
- The MOA has been sent to legal. Additional comments have been forwarded to John Corne for updates to the MOA. We are still waiting on a response.
- Barbara Moore reviewed her suggestions for the MOA, which are currently being evaluated by John Corne.
- Gary Imes requested that Bob Duke write procedures for a settlement process specifically for IPRS to include the advances and expenses for the 1/12<sup>th</sup> draws. Barbara Moore stated that the area programs need the settlement process in place before they establish next year's budgets.
- Barbara Moore requested that a policy and procedures manual be created for the IPRS system. Karen Andrews stated that she would like to see a task force created with participants from the pilot area programs and other AP's to build a table of contents and start a base procedures document to assist Area Programs in identifying changes in business processes required to support IPRS implementation. Vicki Steele and Christal Wood agreed to work with Betty Cogswell on an outline of what should be in the policy and procedures manual. This will be a separate task from the MOA. Barbara Moore will also supply a list of topics to be included in the manual.

#### **5) IPRS Communications and Training (Betty Cogswell)**

##### EDI / IPRS training on 834, 837 and 835 transactions - February 26 – 28, 2002 at Elk's Lodge

- Betty summarized the responses from the training. Overall the feedback was positive. There were requests to provide a copy of the overheads that were used in the beginning of the class. Shawn Holland sent (via email) the overheads to those who specifically requested a copy and they have also been posted on the IPRS web site.
- Betty stated that CSM and CMHC did not send the appropriate staff to the training class. The selected participants should have been people from the vendor's technical staff.
- Vince Joyce stated that his vendor Medipay was pleased with the feedback during the breakout sessions. Overall, his area was pleased with the training. Tom Lumpkin stated that he had non-technical staff attend from his area. They enjoyed the class and the review of how the transactions were created, processed, and returned on the 835 transaction.
- Karen Andrews suggested having a breakout session for clinicians during the IPRS training. Betty stated that the Disability Sections are planning to conduct training for the clinicians on IPRS. The training will focus on disability specific target populations and arrays of services for each target population.
- EDS will be providing IPRS Coordinators logon ids for the IPRS system to access IPRS manuals. Betty will be requesting that the area programs submit the following information to Deborah Merrill for their IPRS site coordinator: first name, middle initial, last name, social security number, e-mail address, and base provider id number.

##### Updates to IPRS Web Site

- Betty announced that a new link was added to the IPRS web site for the IPRS Reports and Systems documentation. Jean Revenew is working on a Report of Reports list that will include report descriptions.

**6) Escalation of Policy Issues**

- Regarding Carol Clayton's December 17, 2001 letter. Dr. Visingardi's response to Carol's letter was completed and sent out on March 11, 2002.
- Art Harris' DefCom7 Group
  - Working on the local code definitions and consolidations. The targeted completion date for this effort is mid-April. The committee is scheduled to continue meeting through the end of April.
- **Open Discussion**
- Gary Imes stressed the Division is willing to help the area programs as much as possible during the IPRS implementation.
- MOA's should be going out in April.

**Next Meeting**

**April 17, 2002, 1- 3pm, NC Council - 1318 Dale St., Suite 120**